



# USAID | AFGHANISTAN

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Vacancy announcement #: USAID/306/15/32/0FM

Solicitation is open to: Afghan Nationals Only  
Position Title: Secretary (Office Assistant)  
Type of vacancy: Single  
Opening date: July 01, 2015  
Closing date: July 14, 2015  
Work hours: 40 hours (Full time)  
Position Grade: FSN-07

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide personal services as a Secretary (Office Assistant) under a personal services contract, as described in the attached solicitation.

## BASIC FUNCTION OF THE POSITION:

Under the direct supervision of the Controller, the incumbent is responsible for coordinating, organizing and monitoring the administrative and secretarial work necessary for the orderly and efficient functioning of the Office of Financial Management (OFM). Incumbent provides clerical financial duties pertaining to the Phoenix Voucher Tracking Systems and a multitude of administrative and secretarial support to United States Direct Hires (USDHs), Third Country National Personal Service Contractors (TCNPSCs), and Foreign Service National Personal Service Contractors (FSNPSCs) within the Controller's office.

## MAJOR DUTIES AND RESPONSIBILITIES:

### A. Administrative duties:

Responsible for the maintenance and submissions of all USDH American Employees' Time and Attendance (webTA) within established deadlines and answering related questions or following-up with appropriate Agency of International Development/Washington (AID/W) offices on Time and Attendance issues.

Manages, assigns responsibility and distributes work within the Controller's Office for all operating expense and project related documents and correspondence; designs and organizes filing systems, classifies and codes material for filing, maintains and retires official files of the Office in accordance with established guidelines in coordination with the Communications & Records (C&R) Office and maintains a current and up to date database for the control of all documents and written communications received by the Controller's Office, and initiates follow-up when needed.

The incumbent composes correspondence, reports, cables, memorandums, etc., from oral instructions or in accordance with standard office procedures. Gathers necessary background information, supporting documentation/communication and prepares reports on administrative and project related matters for meetings involving the Controller and Deputy Controllers, and follows-up with staff members to insure that various commitments made at meetings are met.

The incumbent locates and assembles information for various reports, briefings, etc.; manages office

supplies and maintenance requests for office, submits requests for office supplies and ensures and follows-up to ensure requests are completed in a timely manner; keeps current on new procedures such as directives, notices, and instructional materials pertaining to administrative practices and clerical procedures required in the performance of duties; processes Electronic Country Clearance (ECC) requests and coordinates temporary on duty (TOY) and permanent arrivals with Regional Security Office (RSO), Embassy/Human Resources, General Services Office (Housing and Motor pool), USAID Executive Office and any other Embassy and USAID sections, as necessary. The incumbent organizes the flow of clerical processes in the office; checks correspondence, bills, vouchers, and receipts for presence of signatures, proper nomenclature, accuracy of fiscal data, etc.

#### B. Secretarial duties:

The incumbent prepares in final form various reports, letters and other documents and answers routine correspondence required of the Controller's office; maintains Controller's and Deputy Controllers' calendars with authority to commit to meetings and provides the Controller and Deputy Controllers with updates on calendar commitments as they occur when meetings have been committed to in the Controller's absence, specifically ensures s/he is fully briefed on the reason for the meeting and gathers necessary supporting documentation, as the situation warrants. The incumbent screens phone calls and visitors, and ensures they are directed to the correct staff and, as instructed, provided information requested or referring callers and visitors to others.

The incumbent ensures all TOY staff in the Controller's Office has been assigned a work and living space during their TOY periods, along with necessary e-mail and other computer related support as well as ensuring accommodations have been made and that the individual(s) is/are being met. The incumbent performs routine translation duties in connection with day-to-day office activities.

#### C. Financial duties:

The incumbent serves as Phoenix Document Control Clerk in entering all vouchers (approximately 1,800 per year) for processing into the Phoenix Voucher Tracking system, records, receipts and monitors the flow of all disbursement documentation (vouchers/invoices) and payment thereof. Creates and modifies reports from selected Phoenix data when required. The incumbent performs other financial related tasks and within the parameter of the position duties as directed by the Controller.

#### QUALIFICATIONS/EVALUATION CRITERIA:

**Education:** Incumbent must have a two years college diploma in Secretarial Science, Business Administration, Management or relevant field. A Bachelor's Degree is any of the aforementioned discipline is desired.

**Experience:** Incumbent must have at least three years of progressively responsible experience in secretarial, clerical and administrative work in a private/public organization, non-governmental organization or in a diplomatic mission.

**Language Proficiency:** Level IV (Fluent) speaking/reading of English and Dari/Pashto languages is required.

**Job Knowledge:** Incumbent must have good general working knowledge and understanding of standard office procedures and practices; standard administrative practices for the operation of senior management offices; and protocol and social etiquette in dealing with senior officials is required. Incumbent must have a good knowledge of English grammar, spelling and punctuation, executive correspondence styles usage and filing systems and protocols is required. Incumbent must also have intermediate level of competency in using Microsoft Office Suit software: such as MS Word, Excel, Access, Power Point, and Outlook. Basic level understanding of Afghanistan Government operations is required.

**Skills and Abilities:** Ability to function as the confidential secretary for the OFM Office Director is a necessity. As such, the position requires excellent interpersonal skills, tact, diplomacy and courtesy to maintain cordial and effective contacts with senior U.S., Afghan and other officials; and to develop

and maintain effective working contacts for obtaining data is required. Incumbent must have sound analytical skills and judgment to evaluate and interpret data, and to determine the most effective method of reporting and presentation; initiative, flexibility, good organizational skills and demonstrated ability to work under pressure to establish work priorities, to meet the varying work needs of the Office of Financial Management and meet deadlines, and to identify and implement appropriate actions to streamline work is required.

#### HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to [AFPAKjobs@usaid.gov](mailto:AFPAKjobs@usaid.gov) with a Subject line: Secretary (Office Assistant) (OFM1532)

ANY/ALL application submissions after the closing date of July 14, 2015 will not be considered.

#### REQUIRED DOCUMENTS:

1. Cover memo/email outlining your qualifications and experience against the selection criteria.
2. Application for Employment (AE) as a Locally Employed Staff (DS-174)  
[http://kabul.usembassy.gov/job\\_opportunities2.html](http://kabul.usembassy.gov/job_opportunities2.html)  
<http://www.state.gov/documents/organization/136408.pdf> and/or
3. A current resume or a curriculum vita that provides the same information found on the DS-174 form.

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS-174 will be required in order to advance in the process.)

#### Note:

- Only short-listed candidates will be notified.
- This vacancy is open only to Afghan Nationals.
- Applications with insufficient information to make a determination will not be considered.
- No in-person appointments or telephone calls will be entertained.
- Female candidates are strongly encouraged to apply.

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY